

## **HR MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the HR Manager exists is to plan, direct, and review the activities and operations of the Consulting Services Division in Human Resources. This includes employee relations, recruitment and selection, classification, compensation, HR Ordinance, Administrative Guidelines and other City-wide HR practices. This classification is management. Work is performed under general supervision by the HR Director.

### **ESSENTIAL FUNCTIONS**

Direct, oversee and participate in the development of the Division goals, objectives and work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures. Recommend, implement, and administer policies and procedures. Establish work priorities and delegates work assignments for optimum use of employees and resources. Review and approve personnel actions. Direct research and other studies and develop procedural and policy recommendations; Develop and submit new personnel policies for approval; supervise and assist in the drafting of administrative regulations and ordinances; prepare and present reports and other necessary correspondence.

Consult the City Attorney's Office and the Police Department regarding investigations, employment and labor laws, and other complex human resources related issues; oversee sensitive issues such as Americans with Disabilities Act (ADA) cases in terms of accommodation, and FMLA; monitor legislation to ensure compliance with federal, state, county, and local laws, regulations, and agreements; assist in the resolution of employee grievances, complaints, personnel board hearings, and equal employment opportunity complaints; attend meetings and conferences in order to participate and keep informed of current human resources issues; review and approve classification studies.

Manage and participate in the development and administration of the classification and compensation plans, recruitment and selection, employee relations and employee performance programs.

Provide guidance and direction to management at all levels on matters associated with workforce management which includes, but are not limited to, interviewing, hiring, corrective action, termination, compensation administration, employee relations, benefits, compensation, performance evaluation, and policy decisions and interpretations. Respond to inquiries from employees and managers concerning a variety of sensitive and confidential Human Resources issues. Investigate employee complaints by interviewing employees and managers, documenting findings and making recommendations. Recommend solutions to employees in resolving Human Resources related problems.

Assist in the development and administration of the Human Resources budget; forecast funds needed for staffing, equipment, materials, and supplies, monitor/approve expenditures and implement midyear adjustments. Select, train, manage, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct research and other studies and develop procedural and policy recommendations.

Review and analyze reports, legislation, court cases, and related personnel matters; prepare initial responses for legal actions.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Principles of business and public administration.

The principles and methods of position classification, wage and salary administration, recruitment and selection, training, supervision, performance management and employee relations.

Quality management principles and practices.

Knowledge of Federal, State, and Local Law and Ordinances pertaining to Human Resources practices and procedures is essential.

Techniques of statistical measurements and application.

Ability to:

Accomplish objectives through innovative management techniques, promoting teamwork and continuous improvement.

Plan, coordinate, and direct the work of employees. Take a leadership role in furthering the City's values in the organization.

Prepare clear, complete, accurate and logical written and oral reports using proper sentence construction, grammar and punctuation.

Listen and communicate effectively (verbally and in writing) and establish and maintain effective working relationships with City employees, other organizations and the general public.

Operate a variety of standard office equipment including a computer terminal and related software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in human resources, psychology, public or business administration or a related field and five years increasingly responsible experience in human resources management, including two years of supervisory responsibility, acting as advisor to all levels of organization on issues that have human resources impact.

FLSA Status: Exempt

HR Ordinance Status: Unclassified